

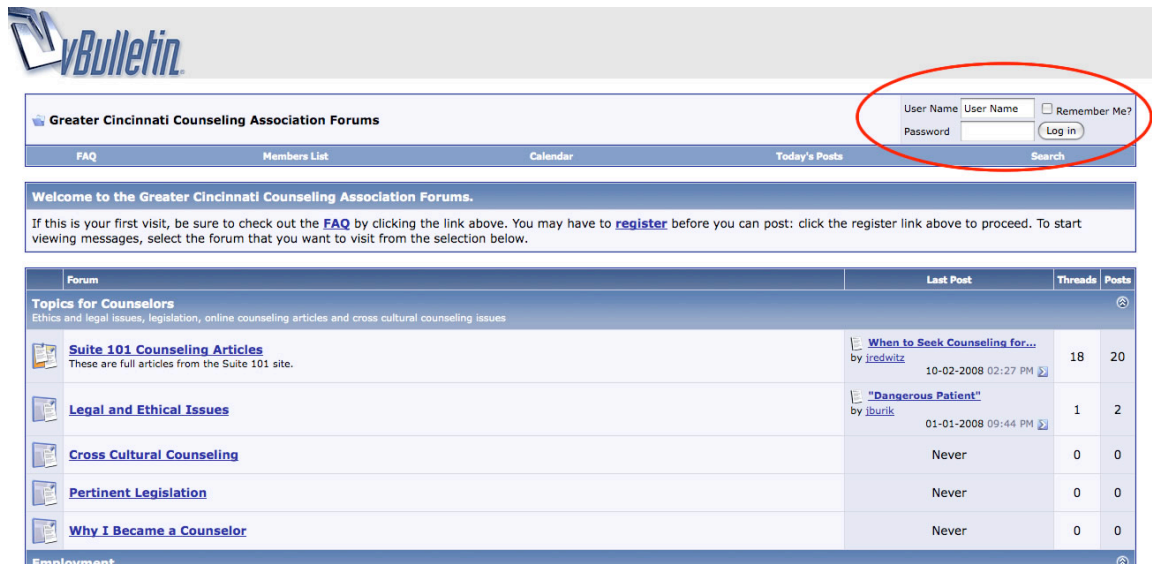
Using the Online Forum

This document will review how to login, post a reply to a message and how to post a calendar event.

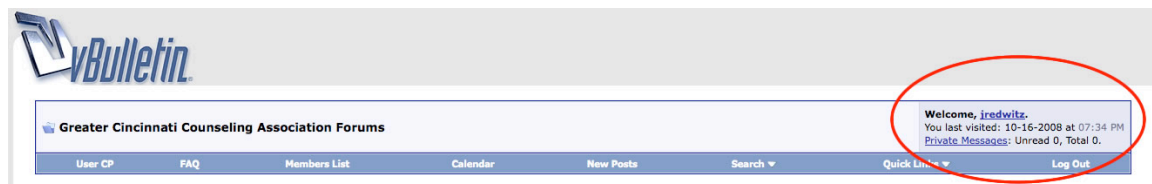
LOGGING IN

Open the web site (<http://www.cincycounseling.com/>). Click on “Online Forum.”

Sign in at the top of the page. Your login name is always the first initial of first name and last name. Your password will be unique to you. If you don't have a login and you are a member of the GCCA, please e-mail the web master at gcca@me.com.

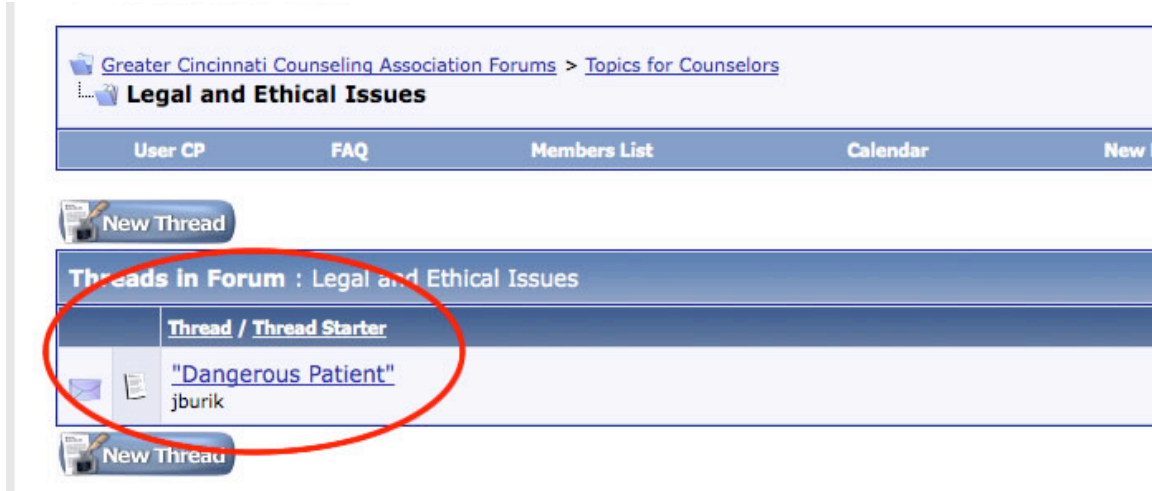


This is similar to what you will see at the top of the menu bar once you are logged in.

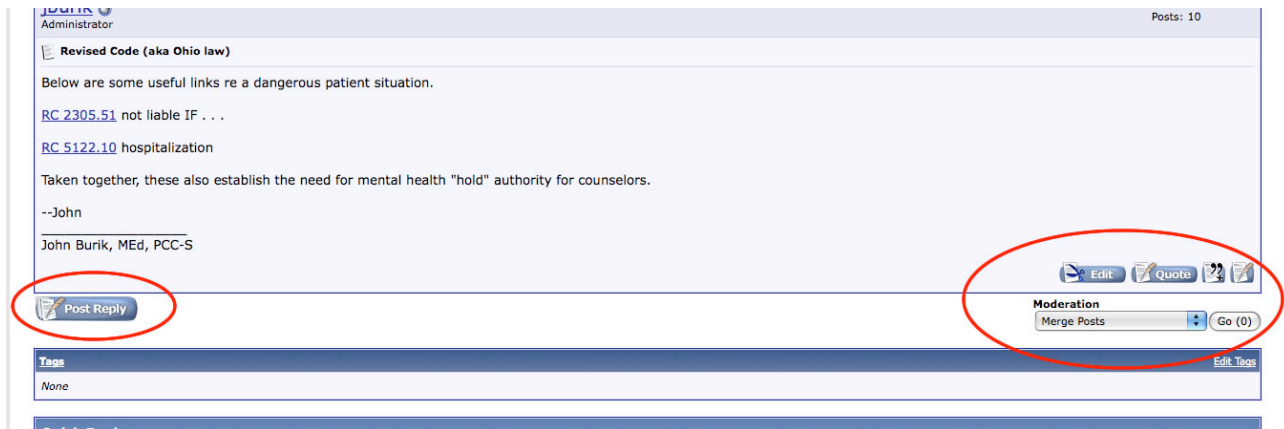


HOW TO POST A MESSAGE AND REPLY TO A TOPIC

Find a thread / topic that you want to read and/or reply to. Click on the topic that you want to read.



Scroll to the bottom of the topic and notice the buttons that you can use. You can click on edit and quote if you have access to edit the post. You can also click on Post Reply. Everyone has access to comment on a topic. Click this button (on the bottom left) to reply to the topic.



POSTING AN EVENT

When you are posting an event, you will need to click on the Calendar link in the top menu bar to view the calendar.

If you have the ability to add events, you will see a box at the bottom right called "Add New Event."

From there, you can add a single event, recurring event or ranged event.

- A single event occurs only once.
- A ranged event occurs every day for a period of time.
- A recurring event happens on a routine basis, such as once a month on the 1st Friday of the month.

Please note that you can also go to any date within the calendar by clicking on the date, using the smaller calendars at the bottom left of the screen or by using the "Jump to Month" at the bottom right of the screen. For an example of what this looks like, please see the bottom right red circle below.

Greater Cincinnati Counseling Association Forums > Calendar

Welcome, [iredwitz](#).
You last visited: 10-16-2008 at 07:34 PM
[Private Messages](#): Unread 0, Total 0.

User CP FAQ Members List Calendar New Posts Search Quick Links Log Out

Default Calendar							Show Today	Monthly View	Add New Event					
October 2008														
>	Sun	28	Mon	29	Tue	30	Wed	1	Thu	2	Fri	3	Sat	4
>	Sun	5	Mon	6	Tue	7	Wed	8	Thu	9	Fri	10	Sat	11
>	Sun	12	Mon	13	Tue	14	Wed	15	Thu	16	Fri	17	Sat	18
>			Columbus Day											
>	Sun	19	Mon	20	Tue	21	Wed	22	Thu	23	Fri	24	Sat	25
>	Sun	26	Mon	27	Tue	28	Wed	29	Thu	30	Fri	31	Sat	1

September 2008							November 2008								
S	M	T	W	T	F	S	S	M	T	W	T	F	S		
>	31	1	2	3	4	5	6	>	26	27	28	29	30	31	1
>	7	8	9	10	11	12	13	>	2	3	4	5	6	7	8
>	14	15	16	17	18	19	20	>	9	10	11	12	13	14	15
>	21	22	23	24	25	26	27	>	16	17	18	19	20	21	22
>	28	29	30	1	2	3	4	>	23	24	25	26	27	28	29
								>	30	1	2	3	4	5	6

Add New Event

- [Single, All Day Event](#)
- [Ranged Event](#)
- [Recurring Event](#)

Jump to month

October 2008 Go

Calendar Jump

Default Calendar Go

Here is an example of what it will look like to post an individual / single event. Once you click on Single Event, you will see the following on the screen. Fill out the Title of the Event. This will be the link on the calendar, so please keep the title brief. Then use the drop-down menus to add the month and day and year.

The screenshot shows the top navigation bar of the 'Greater Cincinnati Counseling Association Forums' with links for 'Calendar' and 'Default Calendar'. A user is logged in as 'jredwitz'. The main heading is 'Add New Event'. The form includes a 'Title' text box, an 'Event Date' section with dropdown menus for 'October', '23', and '2008', and an 'Event Information' section with a rich text editor toolbar. A red oval highlights the 'Title' and 'Event Date' fields.

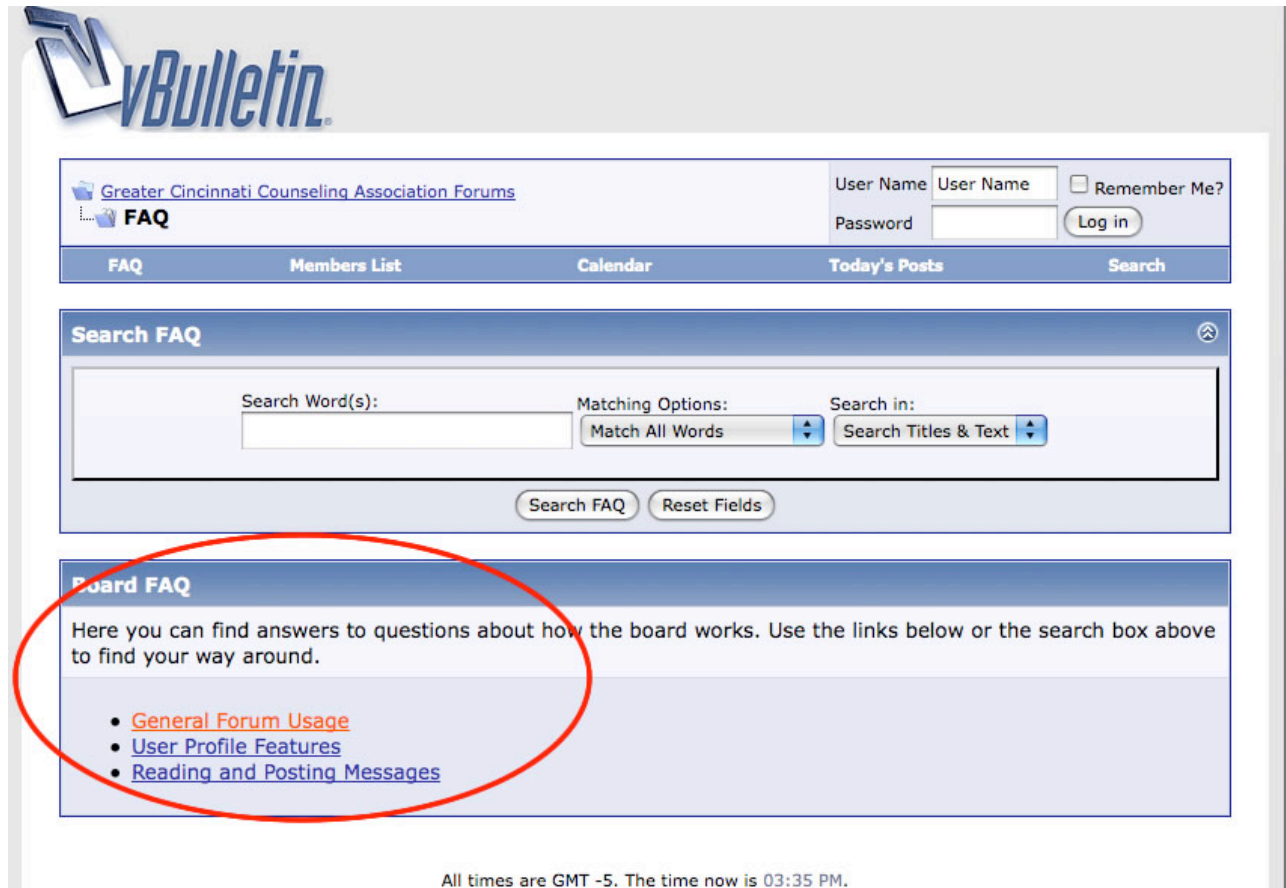
Then you can enter the Who, What, When, Where information into the large white box. As before, you can edit and format the text using the icons above.

This screenshot shows the same 'Add New Event' form, but with a red oval highlighting the large text area for 'Event Information'. The toolbar above the text area contains various icons for text formatting (bold, italic, underline, list, link, unlink, image, video, code) and a 'Smilies' panel on the right with various smiley icons. At the bottom of the form are 'Save Event' and 'Reset Fields' buttons.

NEED HELP?

Try our FAQ pages, by clicking on the FAQ link in the top menu bar. Then you can use the FAQ topics at the bottom of the page or search the board for more information.

If you are looking for specific information, you can always use the search engine on the forum to find what you are looking for.



The screenshot shows the vBulletin forum interface for the Greater Cincinnati Counseling Association Forums. At the top left is the vBulletin logo. Below it is a navigation bar with links for FAQ, Members List, Calendar, Today's Posts, and Search. To the right of the navigation bar is a login section with fields for User Name, Password, and a Remember Me checkbox, along with a Log in button. Below the navigation bar is a Search FAQ section with a search box, Matching Options (Match All Words), and Search in (Search Titles & Text) dropdown. Below the search section is the Board FAQ section, which is circled in red. It contains the text: "Here you can find answers to questions about how the board works. Use the links below or the search box above to find your way around." and a list of links: General Forum Usage, User Profile Features, and Reading and Posting Messages. At the bottom of the page, it says "All times are GMT -5. The time now is 03:35 PM."

If you are still stumped, contact the web master at gcca@me.com.